

Memo

Date: 7/22/2005

From: Tracie Perreault

RE: Part I of series for Scanning

Topic: Addresses for Scanning Documents

Documents under \$2500 are no longer required to be mailed to The Office of the State Controller (OSC) (aka: Accounts & Control).

Please mail all PV's & P9's under \$2500 to the addresses listed below:

- Documents sent through interoffice mail:

Revenue Processing
Maine Revenue Services
24 SHS

- Documents sent through the U.S. Postal Service:

Maine Revenue Services
PO Box 1068
Augusta, ME 04332-1068

Please do NOT forward documents to MRS with paperclips, staples, or rubber bands. Transmittal forms are also not required.

PV's over \$2500 and JV's will still be processed by The Office of the State Controller (OSC). Indicate the address as:

OSC	OSC
JV-your agency #	PV- Pre Audit
14 SHS	14 SHS

If you have any questions please contact Tracie Perreault at OSC.